



1972

Special points of interest:

- INS's Law Enforcement Support Center (LESC).
- Temp Dealer Plate Entry.
- Clear vs. Cancel.
- National Instant Criminal Background Check System (NICS).



2000

Volume 2002 Issue 3

3rd Quarter 2002

A PUBLICATION OF THE INDIANA STATE POLICE

IDACS NEWS QUARTERLY

INS Inquiry INS's Law Enforcement Support Center (LESC)

The purpose of the LESC is to provide timely information on aliens suspected of criminal activity and status information of aliens under arrest. The information is utilized for investigative purposes, and by correctional departments for identification and background data on subjects, and as a system to notify INS of a subject's incarceration or placement on probation. The staff queries eight (8) INS databases and responds to the requesting law enforcement agency. The center operates on a twenty four (24) hour, seven (7) day a week basis. The LESC is currently located in South Burlington, VT. For additional information send your requests to:

Director
70 Kimball Avenue, Rm. 117
South Burlington, VT 05403
ORI: VTINS0700
Phone: (802) 872-6020 FAX: (802) 652-2024

Because of the sensitive nature of the information to be provided by the LESC, only agencies authorized to request criminal record information over NLETS will be authorized to access the LESC. NLETS will reject messages from ORI's that have not been authorized.

The eight (8) INS databases that LESC searches after receiving an inquiry via NLETS are:

Central Index System (CIS)

The Central Index contains data on lawful permanent residents, naturalized citizens, violators of immigration laws, aliens with Employment Authorization Document (EAD) information, and others for whom the Service has opened alien files or in whom it has a special interest.

Computer Linked Application Information Management System (CLAIMS)

CLAIMS is an application processing system that provides information concerning the receipt, adjudication, and notification processes for applicants and petitioners of INS benefits, such as Employment Authorization Documents, Permanent Residency, etc.

Deportable Alien Control System (DACS)

DACS provides information on the status and disposition of deportation cases, and on statistics and summary data representing cases by status type and other activities. DACS captures deportable data; tracks aliens who are arrested, detained or formally removed from the country; produces deportation forms and reports; and makes the information accessible online to Deportation Officers and other INS users. DACS maintains information on aliens detained by the Service and reports on this activity.



Eight INS Databases are searched.

INS Inquiry (cont.)

National Automated Immigration Lookout System II (NAIIS)

NAIIS II is a lookout enforcement system that contains information about persons of interest to INS for law enforcement purposes. It expedites the determination of traveler admissibility into the United States and identifies individuals who may have overstayed and provides statistical information to INS managers. It responds to queries based on biographical, classification, and citizenship data.

Non-Immigrant Information System (NIIS)

NIIS contains arrival, departure, and ancillary information pertaining to non-immigrant aliens entering the United States. It contains data on the individual's status, identifies individuals who may have overstayed, and provides statistical information to INS managers. It provides for queries based on biographical, classification, and citizenship data.

Student and Schools System (STSC)

STSC is the primary database used for identifying, locating, and determining the status or benefits eligibility of non-immigrant students and their dependents. Data is received from forms relevant to foreign students and are available for query. This data includes requests for extensions, change of status, transfers, and employment authorization. STSC also maintains records on approved schools, school officials, and current or past violations.

All inquiries sent to the LESC must contain at least the required information. Any optional information in the inquiry will increase the probability of finding a positive record and enable a more informative response. Response times may take twenty (20) minutes to complete, however, an automated acknowledgment will be received by the inquiring agency of the transaction being processed. The acknowledgment message will read as follows:

YOUR MESSAGE WAS RECEIVED BY THE INS LAW ENFORCEMENT SUPPORT CENTER. WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF THE INS DATABASE SEARCH. END

Immigration is now requiring all Alien Queries to use the MKE of IAQ. Since Indiana does not currently have a screen for Alien Queries agencies will have to use screen 029 in the format shown.

A copy of all LESC responses will be sent to the local INS office that has jurisdiction over the agency that made the inquiry.

Contact IDACS for a more in depth explanation.



Response times may take 20 minutes.

All inquiries sent to the LESC must contain at least the required information.

029

NLETS MISCELLANEOUS INQUIRY

OID/
 ENT/ _____
 DIS/ 1 ____
 MKE/ IAQ
 ORI/ _____

INQUIRY INFORMATION:

TXT/ PUR/C.ATN/(REQ NAME).PHN/3175555555.NAM/LAST,FIRST.DOB/MMDDYYYY
 SEX/M.POB/ZZ.CUS/N.OFF/CODE MAN.ARN/?????.REM/ _____

NOTE: THIS SCREEN IS TO BE USED FOR THE FOLLOWING INQUIRIES:

Required Fields

MKE/ IAQ
 PUR/ Purpose code followed by a period. Must be "C"
 ATN/ Name of individual making inquiry
 PHN/ Phone number of inquirer with area code
 NAM/ Name of Subject (last, first middle)
 DOB/ MMDDYYYY
 SEX/ Prefix for sex field
 POB/ Place of birth using standard NCIC code
 CUS/ Indicates is subject is in custody Y or N
 OFF/ NCIC offense code

Optional Fields

ARN/ Alien registration number Important. This is a key INS file identifier;
 use if known
 FBI/ FBI number
 SID/ State ID number
 OLN/ Operator's License number
 HGT/ Height
 WGT/ Weight
 EYE/ Eye color
 MMN/ Mother's maiden name
 MFN/ Mother's first name
 FLN/ Father's last name
 FFN/ Father's first name
 MNU/ Miscellaneous number
 SOC/ Social Security number
 PPN/ Passport number
 BKN/ Booking number. Important. Booking numbers are required for inquiries
 from correctional or jail facilities.
 REM/ Remarks section to include relevant information

All fields must be followed by a period. The final field in the inquiry should not be followed by a period. The first part of each response will include the actual inquiry that was sent. this will enable the inquirer to match up the original inquiry with the response. The return may be in segments and the final segment will have the message "END" at the end. This will indicate that there is no further information. The responses can include a variety of information on aliens.

Temp Dealer Plate Entry

Several inquiries have been received by IDACS concerning entries of Temporary Dealer plates in the Article File. To standardize the entry of dealer license plates into the system, as well as to comply with entry criteria associated with the entry of dealer plates, the following example is provided for future reference.

070

ARTICLE ENTRY

OID/
ENT/

MKE/
ORI/

ENTRY INFORMATION:

CLS/	TYP/	SER/
BRA/	MOD/	OAN/
DOT/	OCA/	
MIS/		

TO ENTER THE **MIS** FIELD, FIRST INSERT A PERIOD BEFORE ITS FIELD IDENTIFIER.

CLS/	required field: Class 1.
TYP/	required field.: If the article is not listed enter the letter "Y" as the first character followed up to six more characters. EX: YLICEN
SER/	required. The unique number printed on the plate.
BRA/	required: Enter the two (2) character state code for the state of issue.
MOD/	optional: If the model name is a single word, use only the first nine letters. EX: DEALER
OAN/	Owners Applied Number
DOT/	required: Date of Theft
OCA/	required: Entering Agency's Case Number
MIS/	Explanation of Type Code

For a more in-depth explanation of the Article File, consult the IDACS Manual Part II, Section B.

Missing Children's Clearing House

NAME : STACEY MARIE JENE WESTPHAL

ALIAS:

DATE MISSING: 09/02/01

LOCATION LAST SEEN:

DESCRIPTION

Stacey is a white female (date of birth 11/08/93). At the time of her disappearance, she was 4'2" tall and weighed 48 lbs. She has blonde hair and brown eyes.

IDENTIFYING INFORMATION:

CLASSIFICATION:

MISSING PERSON - JUVENILE

CONTACT:

Gary Police Department
1301 Broadway, Gary, IN
(219) 881-1229
case # 01-31757



STACEY MARIE JENE WESTPHAL

The clearing of a record indicates the wanted person/property has been apprehended/recovered.

When to Clear a Message

The NCIC Operating Manual Wanted Person File Section 7 Clear Wanted Person File states: Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted: 1. When the agency apprehending the wanted person is the agency that entered the record. Or 2. **When the agency that entered the record is officially advised that the wanted person is in custody of another agency.** The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers.

A clear or cancel transaction must be used to remove wanted

entries from file. The clearing of a record indicates the wanted person/property has been apprehended/recovered.

The cancellation of a record indicates the whereabouts of the person/property is still unknown, but for some reason is no longer considered wanted. If a base record is cleared or canceled, all add-on information will be canceled.

To Clear/Cancel a group or portion of a group record, use screen 186.

When Clearing/Canceling an entire group record do not use the SER field.

When Clearing/Canceling a

portion of a group record, indicate the lowest serial number and highest serial number separated with a hyphen in the SER field. It is not necessary to clear the entire record to clear one (1) item in the group record.

For an example of the clear/cancel screen, refer to page six of this newsletter.

Clearing "vs." Canceling

```

                                Clear/Cancel (Screen 185).
=====
185                                CLEAR OR CANCEL

OID/
ENT/

MKE/
ORI/

CLEAR/CANCEL INFORMATION:

IDX/                                NIC/

OCA/

DAT/                                ORI/                                OCA/

NOTE: NIC REQUIRED FOR CU, XU TRANSACTIONS. IDX REQUIRED FOR
ALL OTHERS. TO USE AN OPTIONAL FIELD, A PERIOD IS REQUIRED BE-
FORE ITS FIELD CODE.
=====

```

If a base record is cleared or canceled, all add-on information will be canceled.

FIELD CODE

DESCRIPTION

MKE	Clear/ C Cancel/ X
ORI	The ORI of the canceling agency
IDX/OCA	IDX/OCA of the original record (must be exact match)
DAT	Current date
The second ORI and OCA	Apprehending agency ORI and Case number These fields cannot be used in a cancel of a wanted record.

For a more in-depth explanation of clearing or canceling, consult the appropriate section of the wanted files in Part II, of the IDACS Manual.

NICS INDEX

National Instant Criminal Background Check System

U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division

Brady Act Requirements

In November 1993, the Brady Handgun Violence Prevention Act of 1993 (Brady Act), Public Law 103-159, was signed into law requiring Federal Firearms Licensees (FFLs) to request background checks on individuals attempting to purchase a firearm. The permanent provision of the Brady Act, which went into effect on November 30, 1998, required the Attorney General to establish the National Instant Criminal Background Check System (NICS) that any FFL may contact by telephone or by other electronic means for information, to be supplied immediately, on whether receipt of a firearm by a prospective transferee would violate section 922 (g) or (n) of title 18, United States Code, or state law.

The NICS is a national system that checks available records in NCIC, III, and the NICS Index to determine if prospective purchasers are disqualified from receiving firearms.

The FBI developed the NICS through a cooperative effort with the ATF and local and state law enforcement agencies. The NICS is designed to respond within 30 seconds to back-

ground inquiries to provide FFLs with an immediate answer as to whether the transfer of a firearm would violate state or federal law.

Definitions of Prohibiting Categories

The NICS Index contains records provided by state and federal agencies about persons prohibited from receiving firearms under federal law. All records in the NICS Index are disqualifying records and will prohibit the sale of a firearm.

Most records in the NICS Index are obtained from federal agencies. However, authorized local and state law enforcement agencies may voluntarily contribute records to the NICS Index. The information in the NCIC and III systems searched during a background check has been or will be contributed voluntarily by local, state, federal, and international criminal justice agencies in accordance with the entry criteria and policies associated with those systems and records.

The following definitions from the Federal Register, Vol. 62, No. 124, outline categories of persons prohibited from receiving firearms included in the NICS Index:

Persons who are aliens and are

illegally or unlawfully in the United States.

Persons who have renounced the U.S. Citizenship

Persons who have been adjudicated as a mental defective or have been committed to a mental institution.

Persons who have been discharged from the armed forces under dishonorable discharge conditions.

Persons who are unlawful users of or addicted to any controlled substance.

Persons who are federally disqualified when a record is not already included in NCIC, III, or the NICS Index.

Since the data is stored in the NICS are documented federal data, access is restricted to agencies authorized by the FBI.

Since the data is stored in the NICS are documented federal data, access is restricted to agencies authorized by the FBI.

Proper Use of the Brady Indicator Field

The Brady Indicator (BRD) Field of the Protection Order File allow the entering agency to indicate whether the protection order disqualifies the subject from purchasing a firearm under federal law.

A "Y" (Yes) in the BRD Field indicates the criteria is met and the subject is considered Brady Disqualified.

A "N" (No) in the BRD Field must be entered, for emergency,

temporary and final orders. A "U" (Unknown) in the BRD Field indicates if a courts does not review the criteria defined by statute and determine if the subject of the protection order is prohibited from shipping, transporting, possessing, or receiving a firearm. The U code should only be used when that determination cannot be made.

The BRD Field provides valuable information regarding firearms purchases. The FFL uses

the NICS Index to conduct background checks on potential buyers of firearms. NICS inquiries search the Protection Order File to determine if the potential purchaser is the subject of a disqualifying protection order. Proper use of the BRD Field is important in keeping firearms out the hands of disqualified persons.

**A PUBLICATION OF THE
INDIANA STATE POLICE**

Indiana Government Center North
100 North Senate Ave.
Indianapolis, IN 46204-2259

Phone: 317.232.8292
Fax: 317.233.3057
Email: idacs@isp.state.in.us



IDACS will soon be on the
web. Details will be
forthcoming!

*Vivian Nowaczewski Editor
Kelly Dignin Assistant Editor*

IDACS Staff

Program Director

Andre' Clark

IDACS System Coordinator

Michael Dearing

Administration

Holly White (working leader)

IDACS Security

Sgt. John Clawson

Sgt. John Richards

IDACS Training

Kelly Dignin

Larry McRae

Vivian Nowaczewski

Troy Scott

**Information Security Officer
(ISO)**

Dennis Eaton

Supervisor

Data Operations Center Staff

Supervisor

Carrie Hampton

Day Shift (0700-1500)

Eric R. Macy (working leader)

LaJuan Harris

Ala Munn

Evening Shift (1500-2300)

Patricia Cork (working leader)

Patsity Epps

Leldo Ba

Night Shift (2300-0700)

Brian Thayer (working leader)

Wayne Eric Swift